

Commission on Administrative and Professional Faculty
Minutes
November 18, 2002

Members in attendance: Sharon McCloskey, Pat Hyer, Linda Woodard, Judith Jones, Andy Swiger, Bea Mahan, Dawn Barnes, Gail Haynie, Betsy Campbell, Mike Roberts, Ruby Cox, Dawn Barnes, Elaine Matuszek, Glenda Scales

1. Budget Update

Bea Mahan discussed the Virginia Tech General Fund Reduction Summary, and provided highlights of the round I and II budget reductions made directly to the Virginia Tech budget, and indirectly through cuts to various programs, such as the eminent scholar program and reserve maintenance. This information was also presented in other open university sessions. While the university is confronted with very serious reductions, the Board has also approved strategies for reinvestment, probably to be funded by tuition increases, to try to keep the university moving forward with its strategic goals. Judith Jones commented on implications for Extension, including field agent positions lost through the faculty Alternative Severance Option.

2. Personnel Update

Linda Woodard presented an overview of the Classified Layoff Policy and the limited opportunity for a more senior employee to request to be laid off when a less senior employee performing the same work has been identified for layoff in a department. A fall 2002 enrollment period for faculty and staff in the Virginia Retirement System to change their sick leave plan to the Virginia Sickness and Disability Plan is underway. Employees who do not complete the form indicating their intent to stay in their current plan will automatically convert to VSDP. Personnel Staff have a monitoring and follow-up process in place to ensure that employees receive the notifications of the changes. Woodard also reported on the state's Health Benefits Commission, which has met twice, and is supported by a technical advisory committee and an employee advisory committee. Virginia Tech has representation on both committees. Commission reports are available at the state's Department of Human Resource Management website (www.dhrm.state.va.us).

3. Commission Election Preview

Pat Hyer updated new members on the role that CAPFA serves in elections of A/P faculty for membership on university commissions and committees, and the committee structure for administering the grievance procedure for administrative/professional faculty. Berline Brown has agreed to serve as chair of the grievance committee.

Recorder,

Linda Woodard

Commission on Administrative and Professional Faculty
Minutes
February 24, 2003

Members in attendance: Sharon McCloskey, Pat Hyer, Linda Woodard, Judith Jones, Becky Barlow, Debbie Shelton, Jamie Penven, Amanda Grau, Dawn Barnes, Gail Haynie

1. Legislative Update

Linda Woodard provided a legislative update on issues relevant to university employees. As in previous years, a number of retirement bills were presented, with most not expected to be acted on this session.

Proposed health care changes include: combining Key Advantage and Cost Alliance into one plan, a three tier drug plan, wellness physicals, and the option of several add-on plans, such as expanded dental and vision. These changes will result in a lower premium for employees currently in Key Advantage with family coverage, but will result in a higher premium for those employees who had been in the Cost Alliance plan.

There are several bills defining the inappropriate use of security numbers and protecting against identity theft. The bills address those issues of insurance providers using social security numbers on insurance cards and state agencies displaying social security numbers on public documents. Virginia Tech staff have been preparing for these changes.

Bill 849 relating to Optional Retirement Plans would allow higher education institutions to request the option to administer their own plan optional retirement rather than moving under the Virginia Retirement System. Virginia Tech is one of several schools that will request to administer these retirement plans. There is no impact on the regular defined benefit plan administered by VRS.

2. Employee Spouse and Dependent Scholarship Fund

Tom Kaloupek, reported from the university Employee Spouse and Dependent Scholarship Fund. This is the 4th year the program has been in place. The funds are raised through the university's annual staff and faculty fund campaign, through donations to the Foundation. The scholarship committee awards scholarships of \$500 to eligible freshmen with two awarded the first year, four in 2001, and six in 2002. Last year's giving campaign was very successful. The committee proposes to expand the eligibility requirements. Recommended changes include: (a) change eligibility requirements to include spouses and dependents of part-time salaried and regular classified wage and adjunct/wage faculty; (b) revise the student eligibility to include non-need (rather than merit-based) and need based scholarships, and the elimination of

the requirement that an even number of need and non-need based awards are given. The intent is to create the most flexible program. Employees can designate towards the scholarship endowment or to fund current scholarships. Kaloupek asked that commission members share information about this scholarship fund with co-workers.

3. Appointment to President's Award for Excellence Committee

Debbie Shelton agreed to serve on this Committee for the 2003 award program.

4. Draft Computer Privacy Policy Statement

Linda Woodard shared a copy of the draft policy statement, which was discussed with the Commission on Staff Affairs. CAPFA will ask for a representative of the task force to attend CAPFA at its next meeting.

5. CAPFA elections

This commission acts serves in the same capacity as the Faculty and Staff Senates in identifying Administrative and Professional faculty to serve on university commissions and committees. CAPFA holds an annual election for these opportunities. The chair of the Virginia Extension Service Association (VESA) provides nominations for several of the slots. A nominating committee will be formed, to include Sharon McCloskey, Linda Woodard, Jamie Penven, Pat Hyer, and Christine (Extension), and Judith Jones. The elections will be planned for April. The VESA chair will also be asked to attend to coordinate the process.

6. Academic year and special term appointments for Administrative/Professional faculty and classified staff.

Woodard reported a new appointment period option approved by the Board of Visitors in November for A/P faculty and classified employees. The university requested an interpretation from the state's Department of Human Resource Management and the Virginia Retirement System allowing for a more flexible appointment period. The state's Types of Employment Policy provides that employees are considered full-time if they work at least 9 months a year, with a 40-hour workweek. The traditional academic appointment used by the university has been 9 or 10 months with the non-work period limited to the period of May 10 through August 9. The university will be allowed to include the pay periods corresponding to the normal semester break (December 10 through January 9) as one of the non-work months, and 11-month appointments will be possible. Personnel Services is working with VRS and university offices to define the procedures. Six months notice is required if management determines that an employee will be converted to an academic year or special term appointment. This appointment option was not approved for Teaching and Research faculty.

Recorder,
Linda Woodard

Commission on Administrative and Professional Faculty
Minutes
March 27, 2003

Members in attendance: Jerry Niles, Becky Barlow, Elaine Matuszek, Amanda Grau, Judith Jones, Ruby Cox, Sharon McCloskey, Tommy Regan (for Glenda Scales), Jamie Penven, Gail Haynie, Mike Roberts, Pat Hyer

1. Computer Privacy Draft Policy Statement

Susan Brooker-Gross presented the key features of the draft computer privacy policy developed by a working group appointed by the Faculty and Staff Senates. Committee members are: Matt McAllister, Chair, Jeremy Hunsinger, Megan Boler, Susan Anderson, Jimmy Martin, Delbert Jones, Martha McCaughey, William Dougherty and Susan Brooker-Gross. The committee is sharing the draft with various groups this spring and hopes to bring it forward through the commissions in the fall.

The draft policy applies to individually-assigned resources, not public work stations or computer labs. There is clearly a tension between our core values of privacy and the state Human Resources policy 1.75 which warns employees to not expect privacy in electronic communications. The draft policy tries to manage this tension.

The presentation addressed several myths including the view that personal use of state-owned equipment is forbidden. The state policy recognizes that incidental and occasional personal use of the Internet and communications resources is acceptable. The opposite view is also a myth — that everything one does is private. There are a number of elements that restrict privacy including intentional elements such as subpoenas, Freedom of Information Act (FOIA) requests, and employer need to access the employee's work. There are also inadvertent ways in which privacy is compromised, such as sharing passwords or hacking. Finally, there are elements that promote privacy, such as the university value of free expression and confidentiality of student or employee records.

The proposed policy is hands-off except in clearly defined circumstances: search warrants, legal orders, FOIA, emergencies, or suspected employee misconduct. The policy draft describes each of these circumstances and the approvals that must be acquired before accessing the employee's electronic communication and computing resources.

One of the CAPFA extension members raised a question about whether a farm management agent who does analyses of farm net worth would be required to provide information in a divorce case, for example. Judith Jones responded that extension has procedures for handling such requests, which involve contacting

her. She consults with the university legal counsel about whether the request is an FOIA exception. If it is a subpoena, we must respond.

Tom Regan wondered whether we couldn't educate users and provide ways for them to segregate personal things rather than approach the issue as the committee has done in this draft.

Susan Brooker-Gross responded that it may not be an either/or situation. We may be able to do both. Regan expressed concern that the procedures appear so cumbersome that he couldn't respond to a crisis immediately if the computers were being hacked into. Regan is in a technician role for the college of engineering and has responsibility for computer security.

Brooker-Gross reiterated the faculty's concerns that led to the task force and the development of the policy, particularly the possible exposure of student revelations in journal entries or papers; or faculty research projects involving data collection on controversial topics.

Judith Jones raised issues about employee misconduct such as gambling or accessing pornography, both of which have happened. She questioned the cumbersome approval process just to get routine work done. The policy, she felt, was trying to kill a gnat with a bazooka, going far beyond what seemed to be necessary to provide reasonable privacy protections. She urged consideration of a code of conduct for professional behavior as a more appropriate approach, and to try to educate people not to send notes or material that they would not want to be seen.

Hyer raised concerns about the apparent necessity of getting every employee's advance approval to retrieve information from their computers in administrative offices where evening and weekend work is common and the need to access files on others' computers is frequent. Several members expressed concern about the extent to which the draft policy appeared to conflict with existing state policy, which does not provide such extensive privacy protections.

The policy will be shared with other groups and further refinements will be made. Comments should go to Susan Brooker-Gross.

2. Nominations for Various Commission and Committee Vacancies

A list of nominees for various commissions and committees prepared by the nominating committee was presented to and ratified by CAPFA members.

3. Commission on Equal Opportunity and Diversity

Hyer shared information presented to the Board on the new Commission on Equal Opportunity and Diversity and brought the group up to date on the latest

developments. The Board approved the charge and membership of the commission at their March meeting. CAPFA is responsible for electing an administrative or professional faculty member to serve on the commission. Nominations have been solicited and will be included on the ballot.

4. University Council Resolution

Hyer shared the resolution approved by University Council expressing concern that the Board ignored long-standing commitments to shared governance in its recent actions taken in closed session. The resolution urges the Board to rescind the resolution concerning the non-discrimination statement and diversity programming. The Board will meet in special session on April 6th to reconsider its action.

Recorder,

Patricia Hyer